

Worksession

Agenda Item #	9
Meeting Date	April 11, 2005
Prepared By	Daryl Braithwaite, Deputy Public Works Director
Approved By	Barbara B. Matthews

Discussion Item	Discussion of Authorization for City Manager To Sign Contract for Renovation of 7133 Carroll Avenue
Background	<p>Montgomery County plans to expand and renovate its fire station located in the City of Takoma Park. This matter has received considerable community and City Council input over the past few years. The development of a plan acceptable to the community resulted in a reduction of the building's frontage along Carroll Avenue by providing space behind the station. This modification in the building design allowed the project to proceed with the required demolition of one adjacent home (owned by the Hevia family), rather than the two that had originally been requested by the County.</p> <p>The City of Takoma Park has been an active participant in the efforts to secure comparable housing for the Hevia family—an issue of considerable importance to the community. The option that has been identified is to renovate the home located at 7133 Carroll Avenue for the Hevia family. The Hevia family is in agreement with this plan and has been working with a representative of the Montgomery County Office of Real Estate to formalize the necessary arrangements.</p> <p>In order for the family to move into the 7133 Carroll Avenue property, significant renovation of the house is needed. The City requested cost estimates from a contractor in 2002 and provided these estimates (which ranged from \$310,000 to \$380,000) to the County to establish the budget needed for the renovation. The estimates assumed a complete renovation of the structure, which included two basement apartments.</p> <p>On March 5, 2004, the City and the County signed a Memorandum of Understanding (MOU). The MOU provided for City oversight of the renovation of 7133 Carroll Avenue and County funding in the amount of \$250,000 for the project. Of this amount, \$16,000 has been expended to date for architectural services, leaving a balance of \$234,000.</p> <p>The Historic Preservation Commission approved the proposed renovation plan in March 2004. The necessary building permit for the project has also been secured.</p> <p>In December 2004 and January 2005, the City received bids from construction companies for the renovation of the 7133 Carroll Avenue property. The bids received were \$257,703, \$283,932 and \$330,000. All bids exceeded the \$234,000 in remaining funds that the County had committed to this aspect of the project. The City asked the contractors to review an alternative design which had two items removed from the original plan (the rebuilding of a rear side porch and the installation of an internal stairway from the first floor to the basement). The City received revised bids of \$242,090, \$248,486 and \$303,000.</p>

	<p>The City apprised several members of the Montgomery County Council of the situation and has requested additional funding for the renovation project. The City has received verbal assurances that additional funding should be available in the next fiscal year.</p> <p>Construction of the fire station is projected to start in July/August 2005. In light of this schedule, City staff recommends that the Council authorize the City Manager to negotiate a contract with the low bidder to begin the renovation project. The work is expect to take three to four months to complete. This contract would not exceed the current available funding in the amount of \$234,000. The City would plan to enter into a second contract with the renovation company to complete the work after the next fiscal year when additional funding has been formally secured..</p>
Policy	The City supports Montgomery County's plans to expand and renovate its fire station located in the City of Takoma Park and offered to facilitate the renovation of 7133 Carroll Avenue for occupancy by the Hevia family.
Fiscal Impact	Phase 1 of the renovation work would cost \$234,000.
Attachments	Draft ordinance authorizing the City Manager to negotiate a contract for the renovation of 7133 Carroll Avenue
Recommendation	Staff recommends that the City Council authorize the City Manager to negotiate a contract for the renovation of 7133 Carroll Avenue.
Special Consideration	

Introduced by:

1st Reading:

2nd Reading:

Ordinance No 2005 -
CONTRACT AWARD FOR RENOVATION SERVICES
FOR 7133 CARROLL AVENUE

WHEREAS, Montgomery County has designated \$250,000 for the renovation of the property located at 7133 Carroll Avenue in the Montgomery County Capital Budget; AND

WHEREAS, The City of Takoma Park and Montgomery County have reached a mutual agreement that the City will oversee the project and be responsible for establishing contracts with vendors to complete the project; AND

WHEREAS, The Council approved the initial expenditure of \$16,000 on architectural design services provided by Paul Treseder for the property. The balance left in the current budget is \$234,000; AND

WHEREAS, In accordance with the City's procurement procedure, the City requested bids from five construction firms for renovation services; AND

WHEREAS, Three firms submitted bids for the work; AND

WHEREAS, C & P Construction submitted the lowest bid of \$242,000 and the Public Works Department has determined that the lowest bidder is both responsive and responsible; AND

WHEREAS, The Public Works Director recommends awarding the bid to the low bidder and negotiating the terms of the contract with a budget not to exceed \$234,000, the amount currently available in the County budget; AND

WHEREAS, the City will work with Montgomery County to obtain the remaining funding needed for completion of the renovation. At a minimum the additional funds needed are \$8,000. At the time that funds are available the City will negotiate a second contract with the renovation contractor for completion of the project

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1 THAT, the bid be awarded to C & P Construction; AND

SECTION 2 THAT, price and terms of the Contract be negotiated by the City Manager to meet the limits of the project budget and not to exceed Two Hundred Thirty Four Thousand Dollars, \$234,000; AND

SECTION 3 THAT, funds to cover this work be charged to Special Revenue Account.

Adopted this _day of _ , 2005.

AYE:

NAY:

ABSTAIN:

ABSENT: